

This is a three-step process.

- Step 1. Enter Case Number. Press Enter or click "Continue to Next Step"
- Step 2. Select the motion type from the drop-down menu or check the "Postpone (Continue) a Reservation box then click "Continue to Next Step"



- Step 2a. In some cases a motion type will require a sub-type to be selected before proceeding. Step 2b. If Postponing (Continuing) a request it will be necessary to enter the confirmation number of the original request in the form of RES1234456. Note the new confirmation number in the event that a further postponement is desired.
- Step 3. Enter the identity of the party the motion is being filed for (On Behalf of:) and select a hearing date from the drop-down menu.



Step 4. After selecting the requested date, click "Continue to Next Step" one final time to complete the request and receive the confirmation page. A copy of this page should be retained for future reference.

